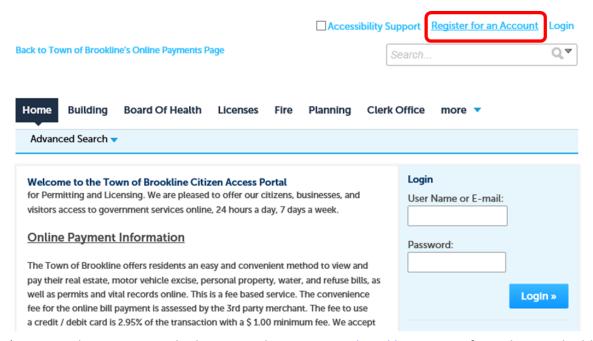
## How to renew a Drainlayer License online

- 1. Using your web browser, go to <a href="https://www.brooklinema.gov/Permit">https://www.brooklinema.gov/Permit</a>
- 2. Once you have reviewed the online application guide click the Enter Online Permit Website button:

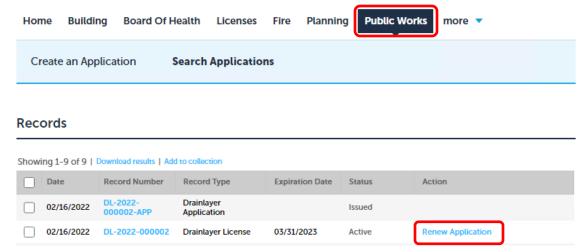


3. Please log in with the same account that you used to originally apply for your license. If you do not have that account information, please click the <a href="Register for an Account">Register for an Account</a> link. For instructions on registering, please see <a href="https://www.brooklinema.gov/DocumentCenter/View/12298">https://www.brooklinema.gov/DocumentCenter/View/12298</a>



(Once you have registered, please email <a href="mailto:BASupport@brooklinema.gov">BASupport@brooklinema.gov</a> from the email address used to register, and request that your online account be associated with your license. Important: please be sure to include your license number in the subject of the email.)

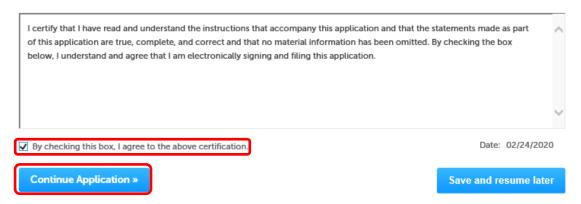
4. Select **Public Works** from the **More** menu, then click the **Renew Application** link:



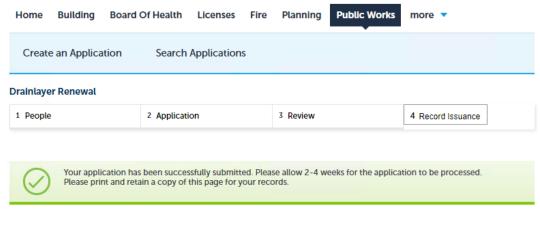
- 5. Please review the information under the **Contacts** and click **Continue Application**.
- 6. Verify that the information on the **Application Details** section is correct.
- 7. Click the **Add** button under **Attachments** and upload a copy of your Bond Continuation Certificate. (Be sure to select the appropriate Type before clicking Save. Once the attachment is saved, click **Continue Application**

## Please attach a copy of your Bond Continuation Certificate. The maximum file size allowed is 650 MB. ade;adp;bat;chm;cmd;com;cpt;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc are disallowed file types to upload. Name Type Size Latest Update Action No records found. Add Continue Application >

8. Please electronically sign the application by checking the box, then click **Continue Application**:



9. The system will notify departmental staff that the application has been submitted:



Thank you for using our online services

Your license number is DL-2022-000025-REN.

Your application for the renewal of this license has been successfully submitted. Please allow for 2-4 weeks of processing time. The license will be issued after the application is processed. You will be notified if any additional information is required.